Pre-flight checklist

Product _____ Size _____

File name _____ Checked on _____

- [ ] Document = work size (trim + bleed)
- [ ] Background and photos reach the red bleed line
- [ ] Text and logos inside the safe line (blue dash)
- [ ] CMYK, total ink 250% or less
- [ ] Photos 300dpi (banners 100dpi+)
- [ ] Fonts outlined or embedded
- [ ] Images embedded, not linked
- [ ] Overprint off — especially on white
- [ ] Foil, raised and white in K100; cutlines and marking in M100 — each on its own layer
- [ ] Guide layer deleted
- [ ] Front/back or page order right · no PDF security
- [ ] Spelling, phone numbers and addresses double-checked